



Library System of Lancaster County
Minutes of the Board of Directors Meeting
August 16, 2023
At Quarryville Library Center

Attendance:

Board: Dale Hamby, President; Rob Morgan, Treasurer; Alexandra Godfrey, Secretary; Marianne Clay Strittmatter; Cody Diehl; Ray D'Agostino, Lancaster County Commissioner.
Members: Absent: Matthew Eberts, Vice President
System Staff: Karla Trout, Executive Director; Ed Miller, District Consultant and District Services Manager; Brenda Emerich, Cataloging/Acquisitions Manager; George Matthew, Youth Services and Outreach Coordinator; Julie Zimmerman, Human Resources Generalist; Sydney Dieffenbach, Administrative Assistant.
Guests: Ryan McRory, Lititz Public Library; Susan Eshleman, Quarryville Library Center; Chris Waite, Board President, Quarryville Library Center

Call to Order: The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Hamby at 6:40 PM on Wednesday, August 16, 2023 at the Quarryville Library Center. A quorum was present.

Mission Minute: Susan Eshelman talked about the Quarryville Library Center. They serve ten municipalities, which is around 37,000 residents. She said that fundraising makes up around 60% of their budget and noted that passports are a good source of funding for the library, at around 100 per month on average. She highlighted recent and upcoming events.

Consent Agenda:

Secretary's Report: Minutes of the June 2023 Regular Meeting. Alexandra reported on the minutes.
President's Report: No questions were raised for Dale.
Executive Director's Report: Dale asked Karla about Ephrata's director leaving, which means that there are two libraries that don't currently have a director. Karla and Ed have been asked to join the search for a new director for Ephrata. Alexandra asked about the Shalom Intern and how they worked within the Bookmobile. Karla explained what the intern did and how losing him has affected the Bookmobile's staffing.

Motion to Approve: Cody moved that consent agenda be approved as presented. Rob seconded. The consent agenda was approved as presented.

Discussion:

Treasurer's Report: Financial report for July 2023. Rob reported that the audit is nearing completion and will be presented to the board at the September meeting. The new District fiscal year began on July 1. District funding has been delayed, although the state budget has been approved, the distribution of funds has not been passed yet by the legislature. The district will not receive their funding until the distribution is passed. Cody asked how long it will take for the money to get to us once the disbursement is approved, Karla said that it would take a few weeks afterwards. Rob moved to approve the treasurer's report and Alexandra seconded. The report was approved as presented.

Amendment to TIAA Retirement Plan	An amendment to alter our retirement plan was proposed to eliminate retirement contributions and matching funds from any year-end/bonus distributions to staff. The reasoning for the change is that since such distributions are “grossed up”, all employee and employer retirement contribution amounts had to be paid by LSLC. Since employees contribute at different levels, it created an inequity in the amounts being received by staff. The change would not have a negative effect on the staff and would make any future distributions more equitable. Rob moved to amend the retirement plan to exclude retirement from year-end/bonus disbursements and Cody seconded. The amendment was approved.
LSLC Office Space	Karla toured one location which she determined was not the right fit. Karla has also reached out to a commercial real estate agent to help with the search. Karla discussed what the ideal office space would look like. Ideally, Karla believes it would be in LSLC’s best interest to own the building, instead of lease, as there are more funding opportunities, it would save money from the annual budget, and it would build the LSLC assets. Cody suggested an option for Karla to explore.
LSLC/Lancaster District Comprehensive Plan and Service Area Study	Alexandra, Dale, and Karla have been meeting with the Advancing with Purpose consultants consistently. The consultants have met with all the directors. They are mostly working through the data. The next step would be the GIS mapping. Karla anticipates that by next month there will be more to report.
Lancaster District Update	<ul style="list-style-type: none">• The district has added a second sorting position with the July 1 fiscal year, and that 10-hour per week position was recently filled. Our original sorter position has recently become vacant and Ed and Julie are currently interviewing to fill the opening.• Delivery continues to be refined with the new contract and the process continues to improve.• Kerri has been developing the public side of Totara, which will offer online training to the public.• The soft launch date planned for the new Lynx: eResources for Everyone brand is September 12th.• Dale asked what would happen if the system was not funding the district, as the state has not yet disbursed their funding, and how would that impact the libraries. Karla responded that we would lose delivery, interlibrary loans, training, district consulting, eBook purchases, and databases. All sharing between libraries would stop.• The district is introducing a new app through Communication Essentials to provide library staff with real-time translation services for communication with patrons.
Financial Health Committee	Dale wants to assess where the county libraries are financially, including factors like the age and condition of buildings, staff salaries, benefits, etc. This will help inform the strategic plan. Dale asked for board volunteers to join the committee. Cody expressed interest.
Director’s Council Report	The three points from the DC meeting: <ul style="list-style-type: none">• Lynx rollout has official launch dates and promotional materials.• The directors are looking into sustainable funding for the libraries.• The directors discussed challenges and flexibility in adjusting to the new delivery plan.

3-Point Summary to
Directors'
Council

The Board chose the following three points to include in the summary for reporting to the Directors' Council:

- 1) The system continues to look for new office space.
- 2) LSLC is positioned to provide support to the libraries using reserves until the state funds are released.
- 3) The board is looking to create a financial health committee, which will connect with the libraries.

Public Comment

Adjournment

Rob moved to adjourn the meeting. Marianne seconded. The meeting was adjourned at 7:45 pm.

Minutes and Financials are available at
<http://tinyurl.com/LSLCBoardDocs>

Next Meeting: Wednesday, September 20, 2023, 6:30 PM at
Elizabethtown Public Library

Respectfully submitted,

Alexandra Godfrey,
Secretary

Transcribed by
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Administrative and Financial Assistant